

## Job Description

<b>Job Title:</b>	Mitigation Specialist	
<b>Job ID:</b>	598146	
<b>Apply Before:</b>	09/08/2015	
<b>Location:</b>	Marion County	
<b>Full/Part Time:</b>	Full-Time	
<b>Regular/Temporary:</b>	Regular	<b>Salary:</b> \$43,342.00
<b>City/County/St:</b>	Indianapolis, Marion County, IN	

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### Job Description:

The purpose of this position is to serve as the Mitigation Specialist for the Indiana Wetland and Stream Mitigation Program (IN SWMP). Initially, this will include completing tasks associated with the development and approval of the program with the project development team consisting of staff from various DNR divisions, the Indiana Natural Resources Foundation, the Indiana Department of Transportation, and the Indiana Department of Environmental Management.

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### Responsibilities:

- Administers the Department's in-lieu fee program for either the northern or southern half of Indiana. This includes the management of all aspects of mitigation project site selection, planning, design, construction, monitoring and maintenance.
- Serves as a technical expert to support the DNR IN SWMP program development team and Corps in finalizing the Instrument and Compensation Planning Framework for the program.
- Responsible for compliance of the IN SWMP with the 2008 Mitigation Rule and any other Corps and IDEM requirements.
- Independently identifies, develops and coordinates mitigation projects for the in-lieu fee program.
- Responsible for management and compliance of the in-lieu fee program for DNR permits issued by the DNR Division of Water.
- Utilization of GIS mapping to analyze various data sets to identify and develop a portfolio of potential sites for mitigation projects within each service area.
- Develop conceptual plans for mitigation projects.
- Develop templates for scopes of work for future contracts, annual reporting to the Corps and IRT, conceptual plans, and mitigation plans.
- Ensure timely procurement of contractors, equipment, and supplies as needed to perform site

activities, including project-specific scopes of work, establish evaluation criteria, evaluate proposals received, negotiates professional services contracts, resolves contract disputes, and ensures quality control and compliance with contract documents.

- Supervise contractors performing wetland delineations and developing mitigation plans and designs for wetland and stream restoration projects.
  - Assist with the final development, and update annually, the credit pricing models for the IN SWMP service areas.
  - Coordination with DNR Division of Land Acquisition staff on acquisition/protection of the mitigation project sites.
  - Supervise contractors constructing mitigation projects and completing performance monitoring and reporting activities.
  - Coordination with DNR Division of Engineering staff on all public works contracts for mitigation projects.
  - In coordination with the DNR Division of Engineering and Department of Administration's Public Works Division, develop future contracting mechanisms for the IN SWMP.
  - Monitors and tracks activities and projects, including work progress and compliance.
  - Independently prepares professional and technical reports of stream or wetland restoration, enhancement, and preservation projects, including coordination of necessary permit applications for mitigation projects, and reviews all contractor work products and reports prior to submittal to Corps and IRT.
  - Performs related duties as required.
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#### **Preferred Experience:**

- Advanced knowledge of the theories, principles, and practices of mitigation and ecological restoration of wetlands and streams developed through attainment of a Bachelors degree in Ecology, Engineering, Natural Sciences, Environmental Science or a related field (advanced degree and/or professional certification as a Professional Wetland Scientist and/or Professional Engineer is preferred) plus relevant experience and training. Relevant experience should include progressively responsible professional experience in program administration, project management, estimating project costs and experience with the supervision of contractors to ensure compliance with the 2008 Mitigation Rule.
- A minimum of 7 years of experience in the environmental field.
- Broad knowledge of and experience with policies, procedures and laws of federal and state government, especially as related to mitigation, natural resource land acquisition, protection, and restoration, as well as state procurement procedures and contracting.
- Ability to communicate complex theories and principles to a broad spectrum audience, both orally and in writing.
- Ability to develop and maintain effective, cooperative, and productive work relationships.
- Ability to comprehend, analyze, interpret and correlate technical material.
- Ability to anticipate problems and initiate corrective action.
- Ability to research, abstract, and summarize technical information.
- Ability to plan and implement projects on own initiative.
- Must possess problem solving capabilities.

The job requires knowledge, skills and abilities related to restoration project development and management, procurement and administration. The job also requires knowledge of environmental and governmental laws, coordination with numerous governmental agencies, units of local government and non-governmental organizations. Incumbent must be able to react to and deal with situations that require resolution of any conflicts with other Department staff, USACE, project partners and/or contractors, insuring proper response in accord with assigned responsibilities as a direct representative of the Department of Natural Resources.

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**Additional Comments:**

Incumbent spends most of the time in an office environment (60%) at DNR's central office in Indianapolis. Some time (40%) is spent out of the office in field locations working on site selection for mitigation projects throughout either the northern or southern half of the state and attending meetings, negotiating and managing contracts, evaluating land for acquisition and restoration. Some overnight travel is required. Incumbent must have a valid Indiana driver's license.

Incumbent will report to the Director of Ecological Services in the Division of Land Acquisition. Requires working closely with other Department staff, staff of the IDEM, the USACE and members of the IRT, as well as other local governmental and non-governmental agencies. Incumbent will also manage contractors carrying out engineering design and construction work on mitigation projects.

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**Benefits:**

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

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**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.

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